

PERSHING COUNTY CLASS SPECIFICATION

MAINTENANCE WORKER I/II - BUILDINGS & GROUNDS

DEFINITION:

Under general supervision, performs and oversees skilled crafts and grounds maintenance tasks to maintain County buildings, grounds, facilities and properties; and performs other work as assigned.

DISTINGUISHING CHARACTERISTICS:

Building and Grounds Maintenance Worker I is distinguished from Buildings and Grounds Maintenance Worker II in that the latter is fully qualified to perform in multiple trade areas, works independently with only general guidance providing a full range of maintenance services.

Building and Grounds Maintenance Worker I is an entry level class initially under close supervision. As experience is gained incumbent works more independently within establish guidelines. Progression to Level II is based upon certification by the department head that the employee meets the qualifications for Level II. An employee in the class of Buildings and Grounds Maintenance worker I is normally expected to qualify for promotion to Buildings and Grounds Maintenance Worker II within eighteen months of employment.

ESSENTIAL FUNCTIONS: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. *Marginal duties (shown in italics)* are those which are **least** likely to be essential functions of any single position in this class.

1. Maintains County buildings by repairing, replacing, installing and maintaining components of plumbing, electrical, mechanical and structural components of buildings; installs and replaces window glass; repairs and replaces roofing materials; builds forms for cement work; pours and finishes cement; installs and repairs drywall; plaster; paints; maintains heating systems, air conditioning unit and swamp coolers; changes filters and pads; lubricates and cleans components; starts and secures systems for changes in season.
2. Mows, fertilizes, irrigates and otherwise cares for lawns; plants, prunes, removes and otherwise cares for trees, shrubs, and other landscape plants; rakes and removes leaves, limbs, and other debris; cleans rain gutters and drain spouts; installs and maintains fences and gates; removes snow and ice from steps, walkways, roofs, gutters, and down drains; installs, checks and repairs the irrigation system; maintains the cemetery roads and cemetery grounds; prepares the swimming pool for seasonal use; repairs the equipment; maintains the condition of the pool, the bathroom facilities and the sewer system.
3. Moves furniture, records and office fixtures; assists with set-up of facilities such as the Community Center for special events; installs curtains, blinds, dispensers, and other office fixtures; repairs doors and locks; makes keys; changes light bulbs; performs minor repairs to furniture; cleans and maintains tools and equipment used.

4. Maintains the airport facilities; keeps the runway in proper condition; monitors and repair or replaces the lighting systems for the airport; keeps the weeds under control; hauls water and removes trash.
5. Keeps records of work completed, equipment and supplies used, hours worked; orders replacement supplies; reviews and follows instructions for safe use of all materials and equipment used.
6. Assists in developing schedules for maintenance and repair activities; organizes work to be done; investigates problems and determines appropriate resolution; responds to emergency call out and performs temporary or permanent emergency repairs; locates and eliminates any mechanical or operational failure; estimates cost of repairs and small projects; monitors expenditures to assure budgetary compliance; assists with determines variances between projected and actual expenditures.
7. Oversees assigned workers; trains in the use of various tools and equipment; assists with inspection of work that has been contracted out; may be a resource for evaluating the assigned workers or contracted services.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)

Knowledge of: basic principles and practices of supervision; safety procedures to be followed in operation of equipment and in performance of such manual tasks as lifting heaving items, use and handling of lubricants; capabilities of tools and equipment used in building trades and grounds maintenance; methods, tools, and materials used in plumbing, electrical, carpentry, mechanical, and other building trades; materials and standards used in at least one building trade.

Ability to: train staff in work methods and equipment operations; effectively supervise projects and operations consistent with department policies and goals; carry out written and verbal instructions; work independently and as part of a crew; communicate effectively with County staff and members of the public; establish and maintain effective working relationships with employees and the general public; work cooperatively with others; operate assigned equipment in a safe and efficient manner; use the tools and materials of the building crafts and trades; use grounds maintenance equipment and perform grounds maintenance tasks; acquire skills in new trades and to use different tools; read and apply information contained in plans and specifications; perform journey level skilled work in one or more trades.

Required Certifications and Licenses:

Possession of a valid Nevada driver's license at the time of employment.

Experience and Training:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:

- Level I:** Two years of experience performing building maintenance and construction work which included performing basic plumbing, electrical, and carpentry work and some experience performing basic grounds maintenance tasks.
- Level II:** Four years of experience performing building maintenance and construction work which included performing a broad range of plumbing, electrical, carpentry and ground maintenance work and resulted in journey level proficiency in at least one building trade and proficiency in performing grounds maintenance work.

Physical and Mental/Intellectual Requirements:

Strength, stamina and dexterity to walk on uneven or slippery surfaces for brief periods. Perform heavy manual tasks using power and hands tools. Perform repetitive motions including use of controls with hands and feet, climb up steps and ladders and reach to perform repair and construction tasks using tools and holding materials. Use of both legs to operate controls on equipment and vehicles. Manual dexterity to use tools and operate controls on equipment to complete fine tasks. Strength to lift and carry tools, materials and parts weighing in excess of 50 lbs. Visual acuity sufficient to perform work in a variety of lighting conditions, including bright light, low light, and low visibility conditions; depth perception sufficient to make repairs and adjustments to determine position of equipment components. Ability to hear changes in operation of motors and other equipment.

Working Conditions:

Both indoor and outdoor assignments in environments ranging from normal office conditions to extreme weather conditions including heat, rain, snow, cold and wind, dust, vibrations, noise and exposure to fumes. Occasional work in confined spaces and high places.

FLSA Status: Non-Exempt

Employee's Acknowledgment: I acknowledge that I have read the above job description and have received a copy for my records.

Employee's Signature

Date signed